

## **CIRCULATION Transition Guidelines at State Library:**

Fiction/Easy Fiction                      No checkout to anyone

Non Fiction                                      Checkout to State & Federal Employees  
(includes Legislators & Interns)

Federal/State Documents                      Checkout to instate & out of state Libraries, State & Federal  
Employees (includes Legislators & Interns)

Continue to checkout using ALEPH until Feb. 1<sup>st</sup> when withdrawal of collection from catalog will occur then we will switch to paper trail for State & Federal Employees.

Run ALEPH reports the end of Feb. on all circulation.

Walk-in customers can use items in the library.

Make copies whenever possible for customers.

Change Federal Employee records to reflect correct ILL and loan privileges (Federal Employees were never in a separate class and were globally changed to no ILL and loan).

February 1<sup>st</sup> - send bills out for all outstanding items (exception State & Federal Employees)

## **INTERLIBRARY LOANS Transition Guidelines at State Library:**

Continue serving instate Libraries, State & Federal Employees (includes Legislators & Interns) by forwarding requests to other libraries both instate and out of state.

Change OCLC ILL process to allow instate Libraries to borrow using WorldCat and deny ILL access to individuals – [working with MINITEX/OCLC & SDLN to accomplish this. 1/3/07bj](#)

After the above change is done, educate instate Libraries to order using this process.

Remote ALEPH libraries need to use ALEPH ILL to borrow items.

Non-ALEPH/SDLN libraries need to use ALEPH OPAC web to borrow items – [continue to educate libraries on how to do this.](#)

These guidelines will continue to change as the dispersal process continues.

If you have any question or concerns, let's talk.